

February 19, 2010

Dear Auburn Bay Home Owner:

Enclosed is your invoice for the Auburn Bay Residents Association (ABRA) fees for the fiscal period April 1, 2010 to March 31, 2011. These are mandated by virtue of the Auburn Bay Residents Association encumbrance registered on your property title. The fees are invoiced annually in March and are **due April 1**. Beginning on May 1st interest will be applied to fees that are not paid.

The Auburn Bay Residents Association is a private, not-for-profit company operated for the exclusive and long-term benefit of the community. The Association owns and operates Auburn House and Lake, as well as other various subdivision amenities, and the annual fees contribute towards the ongoing maintenance, landscaping and operating costs; such as, utilities, insurance, property tax, salaries, and administration of such areas. Resident fees are also used, in part, for enhanced maintenance of city-owned parks and boulevards once these areas have been turned over to the City of Calgary.

Following an extensive and comprehensive review of 2010/11 budget, the ABRA Board of Directors has approved no increase in the annual fees; however, the ABRA will continue to run an annual deficit until the community becomes established with more homes. To further offer clarification on the fees, a copy of the 2010/11 budget is enclosed and will also be posted on www.AuburnBay-Connect.com.

Methods of Payment:

1. CASH

- Can be received in the Administration Office, during office hours only (Office Hours: 9 am to 5 pm Monday to Friday).

2. CREDIT CARD

- Can be received during Office Hours only (in person or over the phone).

3. DEBIT

- Can be received during Park Hours (Park Hours: 9 am to 9 pm 7 days a week)

4. CHEQUE

- May be mailed to Auburn House or dropped off in person (9 am to 9 pm 7 days a week)
- Please make your cheque payable to the **Auburn Bay Residents Association**. The mailing address is listed below.

5. ONLINE – Starting April 1st

- Logon to Auburn Bay Connect at www.AuburnBay-Connect.com and follow the links to your account (Auburn House>Programs>My Account)
- Please note there is an \$8 convenience fee to use the online payment system.
- *Not a member of AuburnBay-Connect.com? Refer to the enclosed information with step by step instructions for signing up.*

Membership Cards:

Each member of your family, 12 years and over is eligible for an Auburn House membership card. **You are required to bring this card with you each time you come to gain access to the park and/or Auburn House.**

If you already have your permanent membership card, your card will automatically be updated when you pay your annual fees.

How to Get Your Membership Card:

- Drop in to the Auburn House Administration Office Monday-Sunday 9 am-5 pm to get your picture taken and card issued.
OR
- Email a picture (head & shoulders) to admin@auburnbay.org (pictures must be in JPEG format). In the email please include your address, name, and phone number. Once you have received confirmation that your photo has been accepted and your membership card has been printed, you may pick up your card at Auburn House anytime Monday-Sunday 9 am-9 pm (you will need to show photo ID to pick up your card).

*You are required to show us a copy of your **Certificate of Title** to receive your permanent membership cards. If you have not yet received your Certificate of Title, you are still eligible for a temporary card.*

If you are a renter at this address, please give this letter and invoice to your landlord. If you are not the original owner to whom the envelope has been addressed, these fees still do apply to you as the current owner. Please contact Auburn House so that we may update our records. If we have not already reviewed a copy of your *Certificate* of Title, please bring a copy in with you.

If you have any questions or require additional information, please do not hesitate to contact Auburn House at 403-537-2601 or email at gm@auburnbay.org.

Yours truly,

AUBURN BAY RESIDENTS ASSOCIATION

***Karen Shopland,
General Manager, Auburn House***